

U.S. DEPARTMENT OF THE INTERIOR Certification of Position Approval for Retirement

5 USC 8336(c) and 8412(d)

[X] Approved under the Civil Service Retirement System, 5 USC 8336(c)
[X] Approved under the Federal Employees Retirement System, 5 USC 8412(d)
Category of Coverage: Primary - Rigorous (FF)
Bureau: Bureau of Land Management - Bureau Wide
Classification Title: Supervisory Range/Forestry Technician (Fire)
Organization Title: Assistant Superintendent - IHC
Position Number: F191 Series and Grade: GS-0455/0462-07
RECOMMENDATION FOR COVERAGE REVIEW:
Primary rigorous coverage is recommended for this position. Special retirement coverage under both CSRS and FERS is requested.
The primary purpose of this position is to function as a full assistant to the Superintendent of a Bureau of Land Management Interagency Hotshot (Type 1) Crew engaged in wildland fire suppression, prescribed fire, planning and supervision. Incumbent directly and indirectly supervises, plans, and directs work to be accomplished by a 20 person, highly trained wildland fire suppression and prescribed fire crew. Incumbent is subject to medical examination and must pass the work capacity test for arduous positions. Duties are rigorous and employment is limited to young and physically vigorous individuals.
Bureau Program Designee 3-76-01 Date
DOI Fire & Law Enforcement Team Lead, Marcia L. Sciffes Date
APPROVAL The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to classification date 11/21/2000. Approval is by DOI Secretary's Designee:
Werfell K Sutter 4/25/01
Deputy Assistant Secretary, Human Resources Date

POSITION CLASSIFICATION AMENDMENT										
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4. CSC TITLE AND BUREAU POSITION NO. F191 SCHEDULE SERIES GRADE										
Supervisory Range/Forestry Technician (Fire) GS 455/462 07										
SAME AS PRESENT: AMENDED FOR CSC TITLE POS. NO. SCHEDULE SERIES GRADE										
CERTIFIC	CATIONS									
5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE LIAS IS I CERTIFY THAT THE CHANGES REFLECTED ARE CHANGED AS REFLECTED. 15. I CERTIFY THAT THE CHANGES REFLECTED ARE IPROPER AND THE POSITION—AS HEREBY AMENDED IS IPROPERLY CLASSIFIED.										
	Todd W. Rya		1	31/01						
(Signature of Supervisor) (Date)	(Official Exercisin	ng Classification n Classification		(Date)						
7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS DELETIONS, OR REVISIONS WHICH ARE TO BE MA Organizational Title: Assistant Superintendent - IHC This supervisory position in the fire organization is be	DE IN THE DESCRIF	PTION PROPER.								
nature and the extreme shortage of fully qualified per responsible to ensure that the incumbent has not onlicertifications at the next lower level to perform all dut	rsonnel. The sup y the necessary a ties that are assig	ervisor of the administrative ned, but also	incumbent \ qualificatior has the nec	will be fully ns and essary						

aptitude to fully apply those knowledges, skills, abilities, and other characteristics necessary to ensure the effective performance of duties and also the safety and security of personnel and equipment assigned to him/her for the particular operation.

The supervisor is responsible to provide the necessary guidance, preparation, and coverage for those duties that cannot yet be assigned to the incumbent to assure not only effective work accomplishment, safety, and security, but also the preparation of the incumbent for promotion to this positions full performance level of GS-08.

SUPERVISORY CERTIFICATION: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that a false or misleading statement may constitute violations of such statutes or their implementing regulations.

Name Signature and Title of Supervisor	Date



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Westell K Dutton	2/5/01								
Deputy Assistant Secretary, Human Resources	Date								

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INTRODUCTION

The primary purpose of this position is to function as full assistant to the Superintendent of a Bureau of Land Management Interagency Hotshot (Type 1) Crew engaged in wildland fire suppression, prescribed fire, planning and supervision. IHC crews are considered National Interagency Resources that are financed federally, insuring no fire suppression funding reimbursement is necessary between federal agencies. Employees comprising this crew are among the most highly skilled in wildland fire suppression and respond to fire and other all-risk emergency incidents throughout the nation and occasionally internationally.

Secondary assignments include assisting the Fire Management Officer in the planning and implementation of a complex fire management program including the implementation of prescribed fire plans (prescribed fire and wildland natural fires managed for resource benefit), hazardous fuel mitigation plans, and other land management projects.

The duties of this position are 100 percent fire management related and the position serves as the first line, direct supervisor of designated primary firefighter positions. Extensive experience in wildland fire suppression is a prerequisite for filling the position.

MAJOR DUTIES

Supervision of Wildland Fire Suppression Operations (65%)

Incumbent directly and indirectly supervises, plans, and directs work to be accomplished by a (20) person, highly trained wildland fire suppression and prescribed fire crew, and prepares schedules for work completion and sets work priorities. Employees are assigned work based upon the difficulty and requirements of assignments and the training capabilities and certification of employees. Incumbent develops subordinate performance standards and evaluates performance, and gives advice, counsel, or instruction to employees on both work and administrative matters. Interviews candidates for vacant positions and recommends appointment, promotion or reassignment to such positions. Hears and resolves employee complaints, effects minor disciplinary measures and identifies developmental and training needs of employees. Finds innovative and creative ways to improve production, to increase the quality of the work directed, or to enhance safe work practices in the fire environment.

The incumbent must continuously make provisions in the work assigned and the manner in which it is assigned due to significant potentially unsafe and hazardous conditions routinely encountered during the performance of wildfire suppression and prescribed fire operations

A substantial portion of the incumbent's workload occurs in locations vastly removed physically from the home unit. Incumbent certifies time and attendance records and approves and schedules leave.

The incumbent is required to adjust to large workforce fluctuations due to seasonal variations in work requirements and fire seasons. These variations impose upon the incumbent a great

responsibility for training and work assignment adjustments during the course of the year. Due to the nature of emergency fire suppression activities, and variability in prescribed fire situations, there are frequent, abrupt, and unexpected changes in work assignments, goals, and deadlines which require the incumbent to constantly adjust operations under the stress of continuously changing and extremely unpredictable conditions.

The incumbent assists the Superintendent with his/her responsibility to ensure that the Interagency Hotshot Crew Operations Guide and the Standards for Fire and Aviation Operations are followed. This includes requirements for physical fitness, training, experience, and availability.

The incumbent assists the Superintendent with his/her responsibility to ensure equal employment opportunity for all employees supervised in the selection of employees for training, promotions, awards and recognition, and other career development opportunities. Ensures fair and unprejudiced employment practices in the recruitment and selection of candidates for appointments to positions -supervised. Is responsible for supporting programs relating to the training and the advancement of employees in dead-end positions, is responsible for actively supporting the Equal Employment Opportunity Program in day-to-day activities and will be evaluated on personal performance in this area on a regular basis.

The incumbent assists the Superintendent with his/her responsibility to ensure on-the-job safety and health of all employees supervised. Initiates efforts conforming to established local and Bureau Safety Programs to satisfy this responsibility. Insures that a thorough job hazard analysis is in place. Responsibilities include identifying and correcting job safety and health hazards, instructing employees on safety requirements for job assignments, reviewing and reporting loss incidents, in accordance with Bureau and Office of Workers Compensation regulations, initiating corrective measures for violations of the Occupational Safety and Health Act standards, and directing the periodic inspection of all workplaces.

Is responsible for being knowledgeable about management's role and responsibilities in labor management relations. Is responsible for becoming completely knowledgeable on the terms of any negotiated labor agreements.

Responds to all-risk emergency incidents as assigned, makes on-site evaluations of conditions, makes strategic decisions, and determines appropriate tactical response. Incidents are typically wildland fire suppression and prescribed fire operations, including prescribed fire and wildland natural fires managed for resource benefit and may also include search and rescue, law enforcement, hurricanes, earthquakes, floods, and other natural disasters. IHC's perform at the highest skill level and therefore the incumbent retains full and final technical responsibility for the crew actions on all assignments, and requires the incumbent to function with an unusually great degree of autonomy.

On wildland fire assignments, the incumbent is frequently assigned to a management position. In wildfire suppression this may be as Strike Team/Task Force Leader, Division/Group Supervisor, Branch Director or Operations Section Chief. In a prescribed fire operation this may be as Burn

Boss, Ignition Specialist, or Fire Behavior Analyst. These require the incumbent to assume an extraordinary degree of finality on technical decisions, not only with the IHC and other incident subordinates but with the entire tactical objectives of the incident. The incumbent more often provides rather than receives technical advice and direction from incident superiors.

Assists Implementation of Fire Management Program (25%)

Provides input into the home unit fire management budget allocation and priorities.

Supervises or collects fire data such as fuel loading, tree stand density, fuel moisture, and weather; analyzes data for input into fire management plans or prescribed fire plans.

May serve as an agency representative on task groups.

Develop action items and agency policy recommendations on fire management issues.

Prepares fire prescriptions using fire behavior and smoke dispersal mathematical models.

Under the direction of the Superintendent, drafts fire suppression, prescribed, and fuel reduction plans.

Implements other land management and natural resource projects as assigned.

Training (10%)

Incumbent serves as technical instructor for national, geographic area, local unit fire suppression, fire management, and all-risk training courses, and serves as course coordinator with responsibilities for recruiting qualified instructors and development of course content and materials. May serve as Bureau of Land Management (BLM) representative or subject matter expert on interagency training development task groups.

Other Significant Facts:

This is a testing designated position (TDP) under the Department of the Interior Drug-Free Workplace Program.

Incumbent is subject to medical examination and must pass the work capacity test for arduous positions.

FACTORS

1. Knowledge Required by the Position

Knowledge of supervisory policies, procedures and methods in order to manage a diverse workforce.

Technical knowledge of natural resources management, forest management, and the land management and ecological principles, practices, and concepts applicable to the goals and objectives of wildland fire managements.

Expert knowledge of wildland fire suppression and all-risk incident management organizations and expert knowledge of wildland firefighting strategies and tactics, and environmentally sensitive suppression tactics. Prior wildland firefighting experience is required by this position.

A thorough knowledge of wildland fire science, including state-of-the-art developments such as computer fire behavior and smoke management modeling programs, and fire ecology and fire effects.

A thorough knowledge of prescribed burning policies, techniques, procedures and safety.

Knowledge of natural resources management planning concepts, practices, and policies as they relate to wildland fire management.

Knowledge of agency and departmental policies covering the entire spectrum of vegetation wildland fire management and manipulation with a particular emphasis on wildland fire ecology.

Knowledge and understanding of cooperating agency and state land management objectives, policies and practices.

Knowledge and skill in writing management plans, planning and tracking budgets.

Skill in applying computers to work tasks including word processing, telecommunications, electronic mail, and mathematical modeling.

Skill in communicating orally, and in preparing clear, concise reports and plans of a professional caliber.

Comprehensive knowledge of instructional techniques and training development.

Skill in designing and conducting field studies as related to wildland fire management.

Skill in making presentations before public and scientific groups to explain fire management activities and promote public understanding of the BLM wildland fire management program.

Knowledge of the requirements imposed by legislation and regulations such as the National Environmental Policy Act, Endangered Species Act, the Clean Air Act.

Knowledge of appropriate act requirements to include the Equal Opportunity Act, Civil Rights Act, Age Discrimination in Employment Act, Rehabilitation Act, 29 CFR 1604.11(a) Sexual Harassment sufficient to function within a diverse workforce.

Knowledge of agency and interagency qualification, position task book requirements, and certification standards and procedures adopted by the National Wildfire Coordinating Group (NWCG).

Knowledge of the structure and function of the Department of the Interior and the Department of Agriculture, and the United States Forest Service sufficient to determine how they interact on an interagency basis.

Knowledge of related fields such as forestry, range, wildlife, botany, soils and water, cultural and historical resources in order to make informed fire operational decisions.

Ability to perform basic computer technology skills such as word processing, electronic mail, internet use, and specialized fire information databases and programs.

Knowledge of the organization and the function of cooperative interagency fire organizations such as NWCG, NICC, GACC, state and local governments to facilitate fire operations in a multi-jurisdictional setting.

Knowledge and ability to operate communication hardware including multi-channel two way radios with numerous programmable frequencies and computers for accessing fire weather and fire modeling programs, and Global Positioning System units.

2. Supervisory Controls

The incumbent is supervised by the IHC Superintendent, who makes assignments in general terms and indicates overall priorities and objectives. The incumbent is considered to be a specialist in fire management and is expected to exercise judgment in analyzing and developing solutions to fire suppression, prescribed fire, all risk emergency incident, and natural resource problems. Completed work is usually evaluated for adherence to personnel and equipment safety, technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail. Assignments may require the interpretation or modification of unique or atypical fire management and resources management methods to solve complex problems.

3. Guidelines

Guidelines include the Interagency Hotshot Crew Operations Guide, Standards for Fire and Aviation Operations, approved natural resources or fire management implementation plans, operational period plans, Interior Department directives, other Federal Department (e.g. U.S. Department of Agriculture) directives and policies, State directives, and policies, and practices, and various related manuals, training guides, and handouts. Incumbent exercises independent judgment in applying these guidelines or extending their applicability to situations not specifically covered. Implementation techniques or precedents are not always available or applicable.

Exercises judgment in adapting guidelines based upon an understanding of the intent of the guidelines and reacting accordingly. For example, uses judgment in the adoption of fire suppression tactics based upon the understanding of the suppression strategy as identified in an operational plan. Or, for prescribed fire uses judgment in the modification of ignition patterns to ensure the burn remains within prescription.

The incumbent must exercise initiative to stay current on new techniques or equipment and to develop or modify existing specifications and criteria for programs and projects applicable to fire management.

The Superintendent is available to provide interpretation of policy, regulation, legislation, and practice as well as guidance as necessary.

4. Complexity

Incumbent faces a wide variety of emergency incidents with rapidly changing conditions. Complex variables such as weather, fuel conditions, topography, availability and capability of personnel and equipment, time frames, and employee and public safety must be considered in making critical decisions under stress.

Work requires the performance of various technical duties such as: the effective and safe use of helicopters and fixed-wing retardant aircraft, effective and safe use of heavy equipment such as bulldozers, field maintenance of gasoline powered equipment such as pumps and chainsaws, making weather observations, observing and predicting fire behavior, assessing impacts to natural and cultural resources, evaluating human physical endurance, evaluating human emotional status, providing emergency medical care, and working within the incident command system organization, all of which involve differing and unrelated processes and methods where there exists a number of possible courses of action.

The incumbent must understand alternative fire suppression control strategies including confinement, containment and control, and other fire management approaches including wildland natural fire managed for resource benefit. In implementing these management strategies, the incumbent is expected to exercise considerable discretion in choosing from among various tactical operations and must determine the best methods for independently executing assignments. A large degree of judgment is required in applying a wide range of conventional or established approaches, methods, techniques and solutions to the rapidly changing fire environment.

A substantial portion of the work is conducted under the auspices of other agencies or jurisdictions. For example, assignments may be on lands administered by a State agency, another Federal agency, or a corporation, or under the jurisdiction of a County or State.

A substantial portion of the work for which the incumbent is responsible is regularly carried out at locations throughout the nation. The incumbent is routinely required to supervise physically

separated elements of the IHC during incident assignments.

5. Scope and Effect

Major considerations are for the safety of the incumbent and that of subordinates in performing the work to insure that established operations criteria, rules, or methods are adhered to in the fire environment. Work products directly affect the protection of life, private and public property, and natural and cultural resources threatened by wildland fire or other natural disasters.

The incumbent and subordinates are multi-functional and accomplish a broad range of emergency response activities in the implementation of land management and natural resources related projects. The decision and actions of the incumbent in the act of suppressing wildland fires has a direct relationship to fire size, property and resource damage, and cost. Mismanagement can result in wasted personnel time, materials, funds, and severe injury and/or death.

6.&7 Personal Contacts/Purpose of Contacts

Contacts made vary widely in scope and include subordinates and co-workers as well as incident management team personnel, and personnel in other functions and agencies. Numerous contacts are made with individuals in uncontrolled situations such as initial attack fire assignments and in extreme fire -behavior conditions where communications are difficult and where the organization may be unclear. Many contacts are non-routine and occur under stressful, technically and emotionally demanding situations, such as with unknown co-workers on large burn-out operations, or with property and home owners on initial attack assignments. Contacts are also to plan and coordinate emergency work efforts, and to explain the need to adhere to standard firefighting orders and watch out situations.

Other contacts are with local, regional, national aviation and wildland fire management personnel, other federal agencies, local, regional, and state fire organizations, researchers and scientists, federal and state land management agencies, local community groups, conservation organizations, contractors, media and other divisions or work units within the government. Contacts are performed as formal presentations, interviews, informal exchanges, written reports, and correspondence. These contacts are an everyday occurrence.

The primary purpose of personal contacts are to influence, motivate, and control subordinates or others during emergency operations.

Occasionally in wildfire situations incumbent must tactfully persuade superiors to modify work assignments in order to mitigate or eliminate unsafe situations. Incumbent may contact others to gain clarification and understanding of assignments, the ramifications of which have considerable influence on the safety, health, and welfare of subordinates. Incumbent may make contacts to solve operational problems, resolve conflicts, implement organizational procedures, and to conduct training.

The incumbent may further use these contacts to help solve priority conflicts, operational problems, and misunderstandings. Some contacts are to negotiation changes to individual or group performance.

Public contact is to provide information, resolve problems and influence behavior. At times, these contacts will deal with individuals or groups that are uncooperative or hostile.

8. Physical Demands

Arduous: Duties involve fieldwork requiring above average physical performance, endurance and superior conditioning. Work requires prolonged standing, walking over uneven ground, and recurring bending, reaching, lifting and carrying of items weighing over 50 pounds and shared lifting and carrying of heavier items, and similar strenuous activities requiring at least average agility and dexterity.

Duties include demands for strenuous activities in emergencies under adverse environmental conditions and over extended periods of time. Operation of some specialized fire equipment can place extended physical stress on incumbent during fire activities.

Incumbent is subject to medical examination and must pass the work capacity test for arduous positions.

9. Work Environment

The work is primarily performed outdoors in forest and desert environments in steep terrain where surfaces may be extremely uneven, rocky, or covered by vegetation. Temperatures commonly exceed 100 degrees F and fall below freezing. Risks include smoke inhalation, fire entrapment, snake or insect bites and stings, exposure to excessive machinery noise, and falling and rolling material. Personnel must adjust and cope with exposure to weather elements, dust and smoke, poor bivouac and eating situations under an unpredictable set of circumstances. Incumbent may be required to live in backcountry camps for extended periods of time. The hazardous nature of the job requires that protective clothing be a worn (hard hat, gloves, boots, flame resistant clothing and other personal protective equipment). Work requires travel by light fixed-wing or rotor-wing aircraft.